

# Picasa Web Albums

## Quick Reference Guide

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### Picasa Web Screen

The screenshot shows the Picasa Web Albums interface. At the top, there's a navigation bar with links like Mail, Calendar, Documents, Reader, Web, and more. Below that, the user's name 'yanusauskav2@uofs.edu' is displayed along with links for New Features, Settings, My Account, Help, and Sign Out. The main area has tabs for My Photos, People, Explore, and an Upload button. A search bar is also present. Below the tabs, a message says 'Uploading and sharing photos is easy!'. A list of steps is provided: Step 1: Open Internet Explorer and type http://picasaweb.google.com. Step 2: Click on the <Upload> button and choose <Create a new album>. Step 3: Name your album, set the date, and fill in the details. Step 4: Click on <Advanced permissions> and adjust your privacy settings (name tags). Step 5: Opt to share photos with friends, family, and coworkers. Click <Continue>. Step 6: Click the <Add Photos> button, select the desired photos, and then click <Upload>.

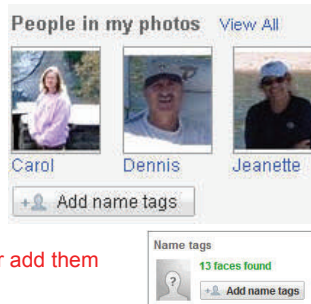
### Name Tags

The name tag feature in Picasa Web albums allows you to organize your online photos based on the people in them. To enable this feature follow the steps listed below:

- Step 1. Click <Settings> at the top right of the page.
- Step 2. Click the tab <Privacy and Permissions>.
- Step 3. Check the box <Use name tags to name people in my photos>.
- Step 4. Click the <Save changes> button.

Once enabled, a facial recognition program using your Google Accounts contacts begins scanning your photos for familiar faces. When the scan is completed click the <Add Name tags> button to get started.

You can add name tags in bulks to groups of similar faces on the People tab or add them one at a time while browsing an album.



#### Add in bulk

When the scan is complete similar faces are grouped together on the People tab.

- Step 1. Click the <People> tab.
- Step 2. For each group of faces uncheck the box for each face that does not belong to the group.
- Step 3. Add a name tag to the photo (s), then click <Apply>. Any checked photo receives the name applied.

#### One-on-one while browsing

- Step 1. Mouse over an individual photo. If Picasa Web Albums recognized a face you are prompted to add a name tag.
- Step 2. Click <Apply> and the new name tag will be added to your Goggle Contacts account.
- Step 3. If you would like to add a face that was not recognized click the <Add People> button on the right side of the page.
- Step 4. Drag and size the box that appears over the face. Enter a name in the field and click <Apply>.

### Name Tag Privacy

As the account owner you control what others can see. For example:

#### Show or hide name tags for public vs. private albums

- Step 1. Click <Settings> at the top-right of the page.
- Step 2. Click on the tab <Privacy and Permissions>.
- Step 3. Choose to show or hide name tags for all private or public albums.
- Step 4. Click the button <Save Changes>.

#### Show or hide name tags for specific albums

- Step 1. Open a web album.
- Step 2. Click the list arrow on the <Edit> menu and choose <Album Properties>.
- Step 3. Click the <Advanced Permissions> list arrow, then set your preferred option in the <Name tag visibility section>.

If you elect to show name tags for a specific album only the nickname (person's first name) will display.

#### Show or hide name tags for selected people

- Step 1. Click the tab <People>.
- Step 2. Move the mouse pointer over a person's name.
- Step 3. Click the <Change> link to choose between showing or hiding that person's name tag.

Show name tags Change  
Edit contact  
Correct name tag mistakes  
Delete all name tags

### Organizing with Name Tags

Name tagged photos are grouped on the <People> tab according to the people identified in your photos.

Move the mouse pointer over a person's name to reveal several options: (1) View all photos, (2) show or hide name tags for the person selected, (3) correct name tagging mistakes, or (4) delete all name tags for that person.

You can use your name tags to view and share a customized album of the people you choose.

Note: To share photos or a customized album from the <Peoples> tab, requires that all photos are from public albums and that the name tag privacy settings are set to show in public albums.

#### To view all photos

- Step 1. Click the tab <People>.
- Step 2. Check the boxes next to the people that you would like to view.
- Step 3. Click the <View Photos> button to see the person selected.

#### To share the photos or customized album

- Step 4. Click the <Share> button.
- Step 5. Enter the recipients' email address. You may also include the people listed in the <People in these photos> by checking the appropriate names.
- Step 6. Click <Send>.

People in these photos (1)  
Share with all

### Settings

#### General

##### Your nickname:

- Type a <nickname> to appear next to your picture.

##### Your profile picture:

- Click on <Change Picture>.
- Select a picture from your album for you profile picture.
- Click <Save Changes>.

**Your gallery URL:** The default URL of your public gallery is [http://picasaweb.google.com/\[username\]](http://picasaweb.google.com/[username]).

- Click on <Want to add a new Google username?>.
- Enter a username, then click <Add Username>. If accepted you are directed back to your Albums settings page where you may opt to use the new name.

##### Upload photos by email:

- Check the box <Allow me to upload photos by email>.
- Type a <secret word> in the box provided. Photos sent to this email address are automatically uploaded to your account.

#### Email Notification

The ability to control how you are notified when someone shares photos with you, adds you as a Favorite, or the posting of comments to your photos.

##### Email digest:

- Check <Daily digest> to receive a daily email that includes new photos that have been added by your Favorites and other Picasa web events.
- Check <Never send a digest> to refuse notification.

##### Send instant (email) notifications when:

- New comments are posted
- Someone adds me as a favorite.

#### Privacy and Permissions

**Name tags:** The option of showing or hiding the name tags of people you identified in both your public and private albums.

**Locations:** The option to include any geographical information that is included in the photo EXIF data to automatically map your photos and to allow others to view those locations.

##### Allow any visitor to:

- Order prints
- Download your photos.

**Creative Commons:** The option of not allowing reuse of your photos or to allow reuse with attribution.

#### Storage

The percentage of storage left in your account. Also, the option to purchase more.

## Collaborative Albums

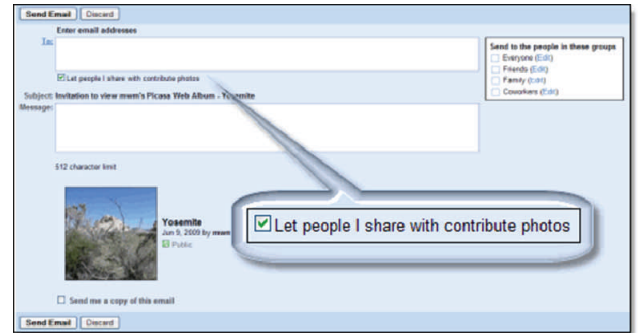
A collaborative album is any album within your account that you have elected to share with other Picasa account users.

### How to:

- Step 1. Click on an **<Albums Cover>** and then the **<Share>** button.
- Step 2. To **<Add contributors>** type the email address in the space provided or check and edit one of your contact groups.
- Step 3. Select the box next to **<Let people I share with contribute photos>**.
- Step 4. Click the **<Send Email>** button.

Two important notes:

- Contributions made by contributors count against your accounts storage quota.
- The account holder is responsible for all content placed in the account.



## Captions, Comments, Tags

### Captions

#### The fastest way to add captions to your web albums

- Step 1. Select an album from your **<Photos>** page.
- Step 2. Click on the menu **<Edit>** and then **<Captions>**.
- Step 3. Add a caption to the first photo, press the **<Tab>** key to advance to the next photo.
- Step 4. Click **<Done>** when finished.

#### The slowest way

- Step 1. Select an individual photo.
- Step 2. Below the photo click **<Add a caption>**.
- Step 3. Type in the space provided and then click **<Save Caption>**.

### Comments - Leaving Feedback

Share your thoughts about a friend's photo or the one you just viewed in a public album.

- Step 1. Select a photo, then type in the **<Add a comment>**, under the photo.
- Step 2. Toggle the box **<Subscribe>** to receive or decline an email notification when someone else adds another comment.
- Step 3. Click **<Post Comment>**.

**Things to remember:** Comments are visible to everyone who views the photo. You cannot edit a comment after posting but you may delete it at any time.

### Tags

Tagging (labeling) photos provides a quick way to find photos with matching tags in your account or when searching public albums.

#### Your account

In the right panel of your Photos page you will find the menu **<Browse Tags>**. Click on any tag under the menu to open the photos labeled with that tag. In a shared album, an authorized viewer would only see the tags listed in that album.

## Favorites

### Adding Favorites



Favorites are a list of friends that are compiled when you click the **<Add to Favorites>** icon next to a users name.

When you add someone as a **Favorite** they are notified by email informing them that you are now a **Fan** of their public albums.

### Editing, & Removing

- Step 1. In your Web Album account click the tab **<People>** and then the link **<Favorites>**.
- Step 2. Select the option **<List>** in the upper right corner.
- Step 3. Edit or Remove a Favorite using the options below.
  - **<Receive updates>** by email for each Favorites' activity.
  - **<Show link on my gallery>** includes a link from your Photos page to the Favorite's public album.
  - **<Remove user>** removes the user as a Favorite from your account and your link as a Fan from their **<Fans of you photos>** page.

### Viewing Favorites Activity

- Step 1. In your Web Album account click the tab **<People>** and then click on the **<Favorites>** link in the upper-left corner.
- Step 2. On the right side of the page, you'll have the option of toggling between **List** versus **Activity** in the upper-right corner:
  - **List:** View a list of your Favorites, adjust settings for each, or remove them.
  - **Activity:** View all public activity by your Favorites.

### Block User

- Step 1. In your Web Album account click the tab **<People>** and then the link **<Fans>**.
- Step 2. Click **<Block>** to (a) delete all comments in your album by that user, (b) block the user from adding future comments, and (c) permanently prevent the user from adding you as a Favorite.

### Fans Pages

The Fans page allows you to view the People who have added you as a Favorite. In your Web Album account click the tab **<People>** and then the link **<Fans>**.

## Mapping Photos

### Automatically use location data to map

The default setting in Picasa Web Albums allows any geographical information included in the photo EXIF data to automatically map your photos. EXIF stands for **Expandable Image File**, which includes data similar to figure on the right. And in some new cameras the ability to map the latitude and longitude at the time the picture was taken.

Photo Information
Mar 17, 2000
640x480 pixels - 96KB
Filename: DSCF0041.JPG
Camera: FUJIFILM
Model: FinePix4700 ZOOM
ISO: 200
Exposure: 1/274 sec
Aperture: 7.0
Focal Length: 8.3mm
Flash Used: No
Latitude: n/a
Longitude: n/a

#### To alter this setting

- Step 1. Click **<Settings>** at the top right of the page.
- Step 2. Click tab **<Privacy and Permissions>** then in the section **Locations**, toggle the box next to **<Automatically map photos if they contain location data>**. Click **<Save Changes>** when finished.

#### How to map for Albums

- Step 1. Click on an album's cover page in the **<My Photos>** page.
- Step 2. Click **<Edit>** in the top navigation bar, and then choose **<Album Properties>**.
- Step 3. Enter the name of a place (address, city, state) into the **<Place Taken>** field. To improve accuracy, drag and drop the marker to the appropriate spot in the accompanying map.
- Step 4. Click **<Save Changes>** when finished.

### For a single photo

- Step 1. When viewing an individual photo, click the **<Add Location>** link. If a location already exists the link appears as **<Edit Location>**.
- Step 2. Repeat Step 3 used in "How to map for Albums".
- Step 3. Click **<Save Location>**.

### For multiple photos in the same album

- Step 1. Click on an album's cover page in the **<My Photos>** page.
- Step 2. Click **<Edit>** in the top navigation bar, and then choose **<Album Map>** to view all photos in the album and correlated map.
- Step 3. Click on **<Edit Map>** to add photos to the map or make changes to existing placements.

#### To add photos

- Drag and drop photos from the left pane.
- Select a photo in the left pane and then click a location on the map.

#### Edit/Remove location

To change the location associated with an album - Click **<Edit>**, then **<Album Properties>**. Select the **<Show Location on Map>** checkbox and then edit the **<Place Taken>** field.

To change the location of an individual photo - click the **<Edit Location>** link. Click **<Save Changes>** when finished.